



Saeedah Abrahams

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am able to work well with others. I am capable of working on my own where necessary. I am passionate about what I do and I always try and do things to the best of my ability. I am eager to learn and experience new things, always up for a challenge.

I am a confident person and I will volunteer wherever help is needed. My main goal is to always satisfy the person in charge of me and hoping to learn something from every task completed. I always try and obtain what is asked of me.

Preferred occupation	Personal assistant Administrative jobs
	Secretaries Administrative jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	1999-03-20 (25 years old)
Gender	Female
Residential location	Cape Town Western Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2017.02 iki 2017.10
Company name	Highlands Primary School
You were working at:	Aftercare assistant
Occupation	Teacher's and Admin Assistant
What you did at this job position?	Filing, making copies, faxing, meeting and greeting guests, answering the telephone, giving messages for required people, typing of school letters

Education

Educational period	nuo 2012.01 iki 2016.11
Degree	Grade 12 / Matric
Educational institution	Spine Road High School

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	very good	fluent	very good

Computer knowledge

I can type up letters and emails, send faxes. I can do printing. I am familiar with excel and word.

Recommendations

Contact person	Mr G burgess, Ms T Van Graan
Occupation	Principal
Company	Highlands Primary School
Telephone number	021-3741106/7
Email address	admin@highlands.wcape.school.za

Additional information

Your hobbies	I love reading.
Driver licenses	None
Salary you wish	5000 R per month